

JOB VACANCY — FULL TIME - 100%, FOR NATIONAL STAFF ONLY.

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.

Title: **DEPUTY MEDICAL COORDINATOR**

Direct Reports: **MEDICAL COORDINATOR**

Location: Dar es Salaam, with regular field visits to Kigoma Region, Liwale District including temporary replacement of medical staff in Nduta and Liwale project.

MAIN PURPOSE

Supporting the Medical Coordinator through delegated tasks and responsibilities including defining, leading and coordinating the entire medical scope of the mission, according to MSF protocols, standards, policies and values, in order to ensure the quality of the medical care given to the targeted population and thus improving their overall health and living conditions. Fully assuming the medical coordinator's responsibilities in case of absence.

ACCOUNTABILITIES

- Supporting the Medical Coordinator in defining, monitoring and updating the medical content of the MSF country policy and annual plan, by scanning health needs and translating them into objectives, priorities and resources needed in order to cover medical and humanitarian needs of the population at risk.
- At the request of the Medical Coordinator, representing MSF before third parties concerning medical issues, ensuring its good public image and the alignment with the mission interests, through regular contacts with other actors in the country, negotiating with authorities when necessary, and informing on MSF charter, values and principles
- Participating and contributing in the definition and update of the country policy, annual plan and budgets in order to develop the projects and programmes aimed at addressing humanitarian issues at stake ensuring its efficiency and quality (i.e. monitoring the project implementation, assisting the Project Coordinator and the medical teams in drafting the project proposal and follow up, identifying priority needs, other potential areas of action and emergency situations and collaborating and assisting in the production of medical reports)
- Coaching, training and motivating the teams in the mission in order to align all field staff with MSF values and ethics, and ensuring their capability to carry out their job achieving MSF quality standards (i.e. induction, briefing/debriefing, training, potential detection, evaluation)
- Collaborating, together with the logistics department and according to project needs, in the pharmacy management in order to ensure enough and quality supply of drugs and medical material (i.e. review of medical orders and monitoring of medicines consumption and stock levels of the different projects)
- Assisting in defining and implementing the staff health and security policies for international and national staff in order to ensure its overall safety (i.e. monitors both physical and mental health state of staff, promotes compliance of all related protocols and procedures and collaborates in the update of issues regarding the security context).

MSF SECTION/CONTEXT SPECIFIC ACCOUNTABILITIES

- Support the Medical Coordinator in the revision and contextual implementation of the Emergency Preparedness (E-prep) and Election Contingency Plans, ensuring integration of Tanzania-specific health risk analyses and coordination mechanisms at district and regional levels.
- Support the pharmacy team in the TMDA pharmacy waiver process, ensuring compliance with national regulatory requirements and timely submission.
- Facilitate the implementation of MSF Academy activities across mission projects, strengthening mentorship, staff competency development, and medical leadership capacity.
- Support the identification and response to potential outbreaks or emergency health events, ensuring readiness, multi-sectoral coordination, and post-response learning integration.

- Contribute to the implementation and monitoring of the staff health policy, ensuring access to quality preventive and curative care for all MSF staff.
- Contribute to the development and regular review of the mission's medical strategy, ensuring alignment with operational priorities and national health trends.
- Represent MSF in national technical forums and meetings as delegated
- Support induction and ongoing capacity development of Project Medical Referents and other medical staff in line with MSF standards.
- Participate in the coordination and supervision of emergency responses when required.
- Support the Medical Coordinator in implementing and monitoring the mission's staff health policy, ensuring adherence to preventive and curative health protocols for all MSF staff
- Perform supportive visits to the project locations, to monitor the progress of medical activities and provide punctual support to the teams as needed
- Fill the gaps of medical coordinator and project medical referents during their absence or as delegated
 - Support the medical coordinator in compiling various reports, monthly and annual reports and any other reports as needed

Minimum Educational Qualification:

- Essential degree in Medicine or other paramedical discipline; postgraduate training in Public Health or Tropical Medicine desirable.

Experience:

- Essential working experience of at least two years in relevant jobs, desirable working experience in MSF or other NGO's in developing countries.
- Demonstrated capacity to coordinate multidisciplinary teams and manage multi-site programs.

Knowledge:

- Computer literacy (word, excel and internet)

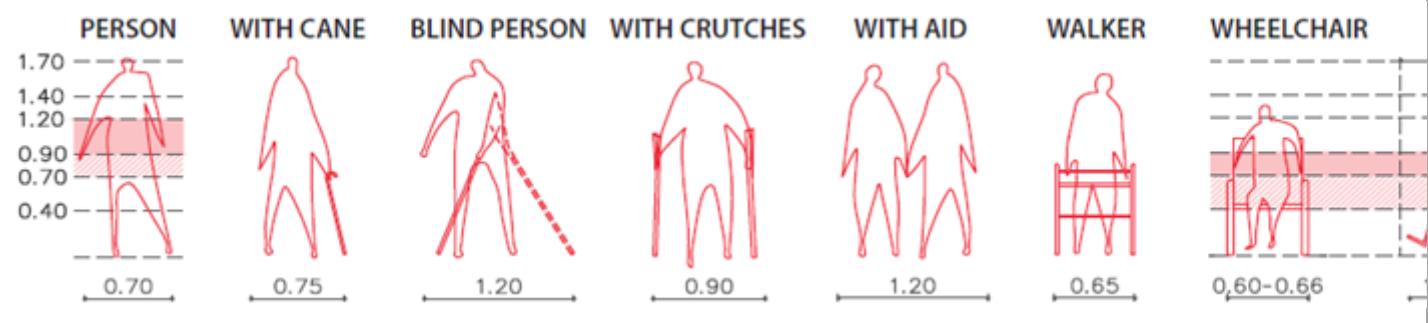
Languages:

- English (mandatory) / Kiswahili (asset)

Competencies

- Strategic Vision
- Leadership
- People Management and Development
- Service Orientation
- Teamwork and Cooperation

Women, people living with a disability or any person feeling like being part of a minority is encouraged to apply. MSF is dedicated to fostering a safe work environment with zero tolerance for any form of abuse.



APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates no later than **Monday, November 17th 2025 at 4:00 PM**. Please quote the job title on the email subject **DEPUTY MEDICAL DOCTOR**

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. The applications can also be submitted at MSF offices situated at Victoria, Uporoto Street, Ursion Estate House no 22 Dar es Salaam, or in Nduta Refugees Camp, Kibondo District or MSF Guest House Kibondo or at MSF office situated in Liwale, Lindi.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

If you receive no contact within 6 weeks, you can consider that you have not been pre-selected

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact msfch-tanzania-hrmanager@geneva.msf.org

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with. We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Please note that applying to MSF is free of charge, MSF does not charge applicants to consider their application